



The Legislative Council invites applications for the position of:

Ombudsman Analyst

DEPARTMENT: Legislative Corrections Ombudsman

STATUS: Full-Time

HOURS: 37.5 hours per week / 8:30 a.m. to 5:00 p.m. / Monday through Friday

HOURLY RATE: \$20.02 hourly/\$39,139 annually (Pay Range G on Council Salary Scale)

APPLICATION PERIOD: March 15 to March 29, 2012 (by 5:00 p.m.)

JOB LOCATION: LCO Office, Boji Tower – 4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF JOB DUTIES

The Legislative Corrections Ombudsman Office (LCO) is non-partisan legislative agency that investigates complaints from prisoners and legislators regarding administrative actions of the Michigan Department of Corrections (MDOC) that are alleged to be contrary to department policy, procedure or state law.

Following established guidelines and procedures, the employee in this position conducts comprehensive investigations relating to the administrative actions, policies and procedures of the MDOC. Gathers evidence and information, conducts the necessary research to analyze issues and complaints, and makes recommendations for a response. Prepares written reports and maintains electronic databases. Periodic travel to statewide correctional facilities required to interview prisoners or MDOC staff. Duties are performed under the general supervision of the Legislative Corrections Ombudsman.

REQUIRED EDUCATION

Bachelor's degree in social sciences or related area.

EXPERIENCE/OTHER REQUIREMENTS

One to three years of work experience in the legislative process, the social services arena, corrections, public policy, or other related field. Excellent research and writing skills and interpersonal and organizational skills required. Must be able to handle stressful situations, conduct work in a prison environment, and be able to travel to correctional facilities as needed throughout the state. Candidate must possess a high level of initiative, be self-disciplined, exhibit excellent problem-solving skills, be skilled in policy/statute analysis and research, and demonstrate the ability to make objective decisions. Equivalent combination of education and experience of above acceptable.

HOW TO APPLY

Only online applications are being accepted through the State's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. For full consideration, candidates must include two additional items in their online application: 1) Cover letter outlining qualifications & interest, and 2) Resume.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 3-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

Candidate must pass a criminal history background check. Candidates are required to possess Michigan driver's license for occasional travel to State correctional facilities. Employees must be willing and able to work overtime as required, including evenings, weekends and holidays.

The Legislative Council is a nonpartisan, legislative information and service agency. All employees are unclassified, at will employees, except for Print Shop union members. Council employees are required to maintain confidentiality and be non-partisan.

For questions, call the LSB Human Resources Office at 517-373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.